New MPSCS Member Checklist

Welcome to the **M**ichigan **P**ublic **S**afety **C**ommunications **S**ystem. This checklist will help you in becoming an active member of the premier Public Safety communications system in Michigan.

1. **Evaluate the MPSCS benefits.**
   - ☐ Interoperability
   - ☐ 97% statewide mobile coverage
   - ☐ 24x7 system monitoring
   - ☐ User Training
   - ☐ System maintenance included in the membership fee
2. **Compare the MPSCS coverage to your needs.**
   - ☐ Statewide
   - ☐ County
   - ☐ City
   - ☐ Township
   - ☐ Buildings
3. **Identify your operational needs.**
   - ☐ Mobile
   - ☐ Portables
   - ☐ Speaker mics
   - ☐ Control Stations
   - ☐ Encryption
   - ☐ Dispatch consoles
4. **Coverage tests.**
   - ☐ Define your coverage area for testing.
   - ☐ Identify specific areas of concern.
   - ☐ Identify participants in the test.
   - ☐ Schedule your coverage tests when required. (517) 336-6674
   - ☐ Will additional infrastructure be required?
5. **Sign the membership agreement.**
   - ☐ A signed Membership agreement is required prior to starting any template designs. (www.michigan.gov/mpscs)
   - ☐ A signed Membership agreement is required for each MPSCS billing account.
   - ☐ Agencies joining together as a community or consortium require a single Membership Agreement when there is a single billing account.
   - ☐ Agencies requesting the Level 1 interoperability templates must sign a Membership Agreement.
6. **Develop a communications plan and initial template design.**
   - ☐ Contact MPSCS RPU personnel for assistance. (517) 336-6345
   - ☐ How do you operate within your agency or department?
   - ☐ Who to you want to talk to?
   - ☐ What are your plans for a disaster?
   - ☐ Who is the point person for the templates?

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☐ Develop your initial template(s).
☐ Discuss encryption and sharing of encryption keys.

7. Obtain letters of concurrence.
☐ A letter of concurrence documents permission to us another agency's talkgroup.
☐ The letter of concurrence must be on the authorizating agency's letterhead and list the approved talkgroups.
☐ These are required prior to your finalizing your template.

8. Finalize your template.
☐ Review your communications needs again.
☐ Modify if needed to ensure success of your agency's users.
☐ Select your service level consistent with the template and use of the radios:
□ Level 1
□ Level 2
□ Level 3
□ Full

9. Order your radios.
☐ Verify your radio is compatible with the MPSCS.
☐ Verify the options you request are available in the MPSCS.
☐ Obtain a delivery date from the vendor.

10. Schedule training for your agency.
☐ The success of your transition to the MPSCS is proportional to the participation level during training by users.
☐ A "Train the Trainer "course is available for larger organizations.
☐ User training is scheduled through MSP Communications. (517) 336-6674

11. Templates released to the RPU programmers for building
☐ Radio model, control head type, portable model, flash, options must be identified prior to template building.
☐ Radios must be available for template programmers when templates are built.
☐ Templates are built in the order they are sent to the template programmers.

12. Radios programmed.
☐ Motorola radios will be programmed by MPSCS technicians.
☐ Motorola radios may programmed by agency technicians with approval of the MPSCS.
☐ Kenwood radios must be programmed by MPSCS technicians.
☐ EF Johnson radios must be programmed by MPSCS technicians.

13. Encryption keys programmed.
☐ MPSCS common keys loaded by the MPSCS personnel.
☐ Agency keys are loaded by vendor or agency.

14. Transition to the MPSCS.
☐ Provide NCC phone number ((517) 333-5050) to Dispatchers and staff for system support issues or problems.
☐ Start continuous RCM logins for emergency alerts (where applicable).